

BRA/EDIC EMPLOYMENT OPPORTUNITY		PLEASE POST!!
<b>TITLE:</b> DEPUTY DIRECTOR FOR WRITEBOSTON	<b>JOB VACANCY POSTING NO.</b>	<b>76-01</b>
<b>EMPLOYMENT STATUS :</b> EDIC Employee	<b>POSTING DATE:</b>	<b>10/25/01</b>
	<b>EXTERNAL DATE:</b>	<b>11/7/01</b>
	<b>POSITION FILLED:</b>	
<b>DEPT/DIV:</b> WRITEBOSTON/JCS	<b>DATE:</b>	
	<b>NAME:</b>	

**SUMMARY:** Under the direction of the Director of Jobs and Community Services (JCS), and in coordination with the WriteBoston steering committee, develop and coordinate a major community wide effort to improve writing proficiency among Boston middle school and high school students. Ensure citywide visibility and participation in the WriteBoston campaign. Provide direction and leadership toward the achievement of WriteBoston's philosophy, mission, strategy, annual goals, objectives and their implementation.

Manage the strategic planning process to ensure WriteBoston's initial development and ongoing growth and viability; including interface with key stakeholders, the Mayor's Office, Jobs and Community Services, Boston School Department, and other city and community agencies that can contribute to the mission of WriteBoston. Oversee creation of annual operating plan and budget and ensure stated objectives are reached.

Oversee design, marketing, delivery and quality of WriteBoston's portfolio of programs and services.

Develop and recommend annual budget for approval. Manage WriteBoston's resources within budget and organizational guidelines.

Oversee fundraising planning and implementation to successfully support annual operating plan. Determine appropriate mix of private and public funding to ensure ongoing programming; including identifying resource requirements, establishing strategies to obtain required resources, researching funding sources, submitting proposals and maintaining administration of fundraising records and documentation.

Oversee community and public relations to ensure that WriteBoston consistently presents a strong and positive image to its stakeholders.

Interview, select, train, orient and supervise staff with the concurrence of the JCS Director and the WriteBoston steering committee. Attract highly qualified candidates and effectively manage existing staff to meet organizational goals. Oversee efforts to recruit community volunteers as writing mentors and tutors.

Coordinate efforts with staff from partnering agencies, particularly on efforts that affect writing and literacy in after-school and youth employment programs

Perform other related duties as required.

**QUALIFICATIONS:** Work requires completion of a Masters degree in Education, Public or Business Administration or equivalent, plus three to five years of project management experience; or a Bachelors degree or equivalent with five to seven years of project management experience. Must have demonstrated ability and experience in strategic planning, budget management, marketing and fundraising. Experience working in community organizations, schools or in human services is preferred.

**GRADE:** 23

**HIRING RANGE:** \$54,177.76-\$67,798.64

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.  
e-mail: [hr.bra@ci.boston.ma.us](mailto:hr.bra@ci.boston.ma.us)

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**Auxiliary aids and services are available upon request to individuals with disabilities.**  
**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**